

Electronic Case Files (ECF)



The Future is Now

User Manual

Northern District of Ohio

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Electronic Case Files System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. It assumes a working knowledge of Netscape and Adobe Acrobat. For questions regarding Netscape or Adobe Acrobat, please refer to their instruction manuals.

Help Desk

Telephone the Court's Help Desk at 1-800-355-8498 between the hours of 8:00 A.M. and 4:45 P. M., Monday through Friday, if you need assistance.

Capabilities of System

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Access the Court's web page
- Download the most recent version of the User's Manual
- Train personnel on a training system comparable to the official "live" system
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.*, Cases Filed Report, Calendar (for cases filed electronically))
- Download Netscape Browser and Portable Document Format (PDF) configuration information

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- a personal computer running a standard platform such as Windows, Windows 95 or Macintosh
- an Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator software version 3.0 or higher*
- Adobe Acrobat software to convert documents from a word processor format to portable document format (PDF)
- a scanner to transmit documents that are not in your word processing system

Note: For additional information and known problems, refer to Technical Notes (*Appendix I*).

- * Due to security, a session can only be established using Netscape Navigator 3.0 or higher. **DO NOT USE** America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 3.0.

How to Register for Access

Participants who have never used the system must telephone the Court to obtain a registration form if the participant has not already obtained one and to discuss the system requirements and the court's training assistance.

Toll Free Help Desk 1-800-355-8498

or

Cleveland	216-522-4355
Akron	330-375-5764
Youngstown	330-746-1726
Toledo	419-259-6412

The completed registration form must be returned to the District Court Clerk's Office, 201 Superior Avenue, NE, Cleveland, Ohio 44114 for processing. Only after a user account has been established based on the registration form, is the participant issued a login and password that will provide access to the system.

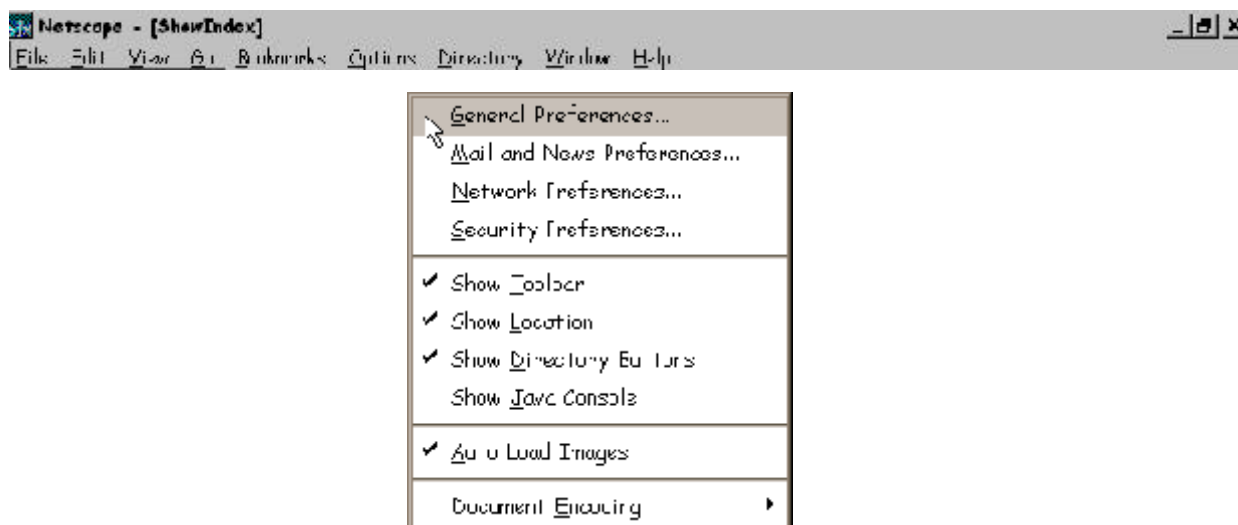
A training version of the system is provided on the Internet at <http://ecf.ohnd.uscourts.gov> for practice purposes and must be used prior to receiving a live login and password.

Note: A different set of logins and passwords are issued for the training and live systems.

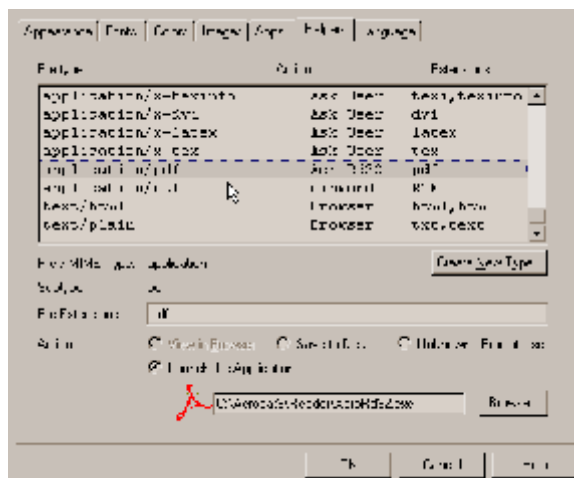
Preparation

Setting Up the Acrobat PDF Reader in Netscape 3

In order to view documents filed on the system, users must set up an Acrobat PDF reader. All pleadings are in PDF format. When installing this product, please review and follow Adobe's directions to utilize an Acrobat PDF reader after installation:



- At the system login screen, select the **"Options"** pull down menu item from the top of the screen
- Select the **"General Preferences"** option



- Click on the "Helpers" tab at the top of the **"Preferences"** screen
A list of **"File Types"** appears
- Scroll down and select the **"application/PDF"** file type

- Click on the "**Browse**" button and select the directory which contains Adobe Acrobat
- Within that directory is a file name called "**acroread.exe.**" Select it and click on the "**OK**" button to exit

The setup process is now complete.

Portable Document Format (**PDF**)

Only PDF (Portable Document Format) documents may be filed with the court using the court's Electronic Filing System. Be sure to view the PDF formatted document before sending it to ensure that it appears in its entirety and in the proper format (refer to Technical Notes in *Appendix I* for known problems) .

How to View a PDF File

- Start the Adobe Acrobat Exchange program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

Conversion of any word processing document to PDF Format is required before submission to the court's electronic filing system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect:

- Open the document to be converted.
- Select the ***Print*** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select ***Adobe PDFWriter 3.x***.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file, giving it the extension ***.PDF***.
- Accept the option and the file is converted to a PDF document.

For Microsoft Word 95 or later:

- Open the document.
- Click on the ***File*** menu and select ***Create Adobe PDF***.
- ***Save the file as a PDF file, giving it a .PDF extension.***
- The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

Any other word processing program:

- Open the document to be converted.
- Select the ***Print*** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select ***Adobe PDFWriter 3.x***.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- ***Name the file, giving it the extension .PDF.***
- Accept the option and the file is converted to a PDF document.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter. 3.x, and follow the directions above.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering data
- Using command buttons to tell the system what to do next
- Clicking on hyperlinks

Command buttons and hyperlinks are used to instruct the system what to do next.

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

(Note: the most commonly used hyperlink, **Main Menu**, appears near the top of most screens just below the Netscape menu buttons.)

Documents Filed In Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

To request a correction, telephone:

Toll Free Help Desk	1-800-355-8498
or	
Cleveland	216-522-4355
Akron	330-375-5764
Youngstown	330-746-1726
Toledo	419-259-6412

as soon as possible after an error is discovered. Be sure to have the case number and

document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to refile the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **Reports Menu**, allows you to review all transactions processed with your login and password. If you believe or suspect someone is using your login and password without permission, telephone the Court's Help Desk at 1-800-355-8498 as soon as possible.

User's Manual

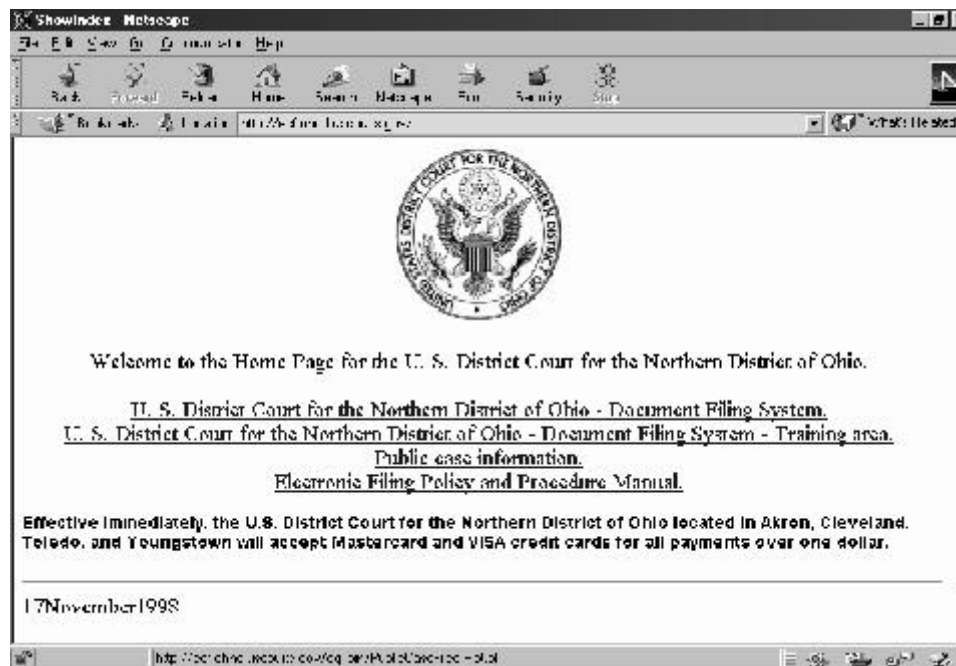
The most recent version of the User's Manual for the system is always available at <http://ecf.ohnd.uscourts.gov> in PDF format.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

How to Access the System

Users can get into the system via the Internet by going to:



<http://ecf.ohnd.uscourts.gov>

- A login and password is required to file a document in the live system and in the training area. Select either the *Document Filing System* or *Document Filing System - Training Area*. Note: This information is current and is available for viewing immediately after the transaction is completed.

or

- You may view the Public Case Information, which will allow you to view docket sheets whether or not you have a login and password.

Logging In

ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:

Password:

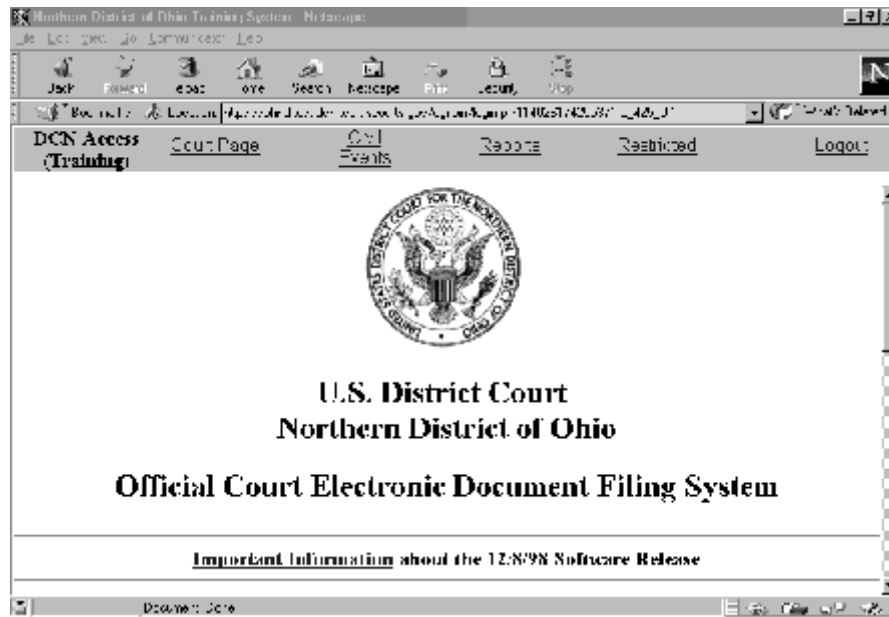
The next screen is the login screen.

- Enter your Login and User Password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you've submitted the screen, the **Clear** button allows you to clear the Login and Key entries so they may be re-entered.
- If an invalid combination has been submitted, the system responds with an error message. Click on **Back**, then re-enter your login and password.
- The entry of a valid login and password combination prompts the system to display the **Court Page**.

Once the Court Page appears, choose from a list of **hyperlinked** options on the top bar.

Internet Access	Court Page	Civil Events	Reports	Logout
---------------------------------	----------------------------	------------------------------	-------------------------	------------------------

This is the **Court Page** screen.



The following text appears beneath the above screen:

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rules of Civil Procedure # 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the Northern District of Ohio Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.

You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tips.

Netscape/PDF Settings

*Last login: 01-21-1999 08:36
7December1998*

Note that the date **you last logged into the system** appears at the bottom left of the the above screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Court's Help Desk at 1-800-355-8498 as soon as possible.

Civil Events Selection

Internet Court Page Access	Civil Events	Reports	Logout
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This option permits the filing of documents in a case.

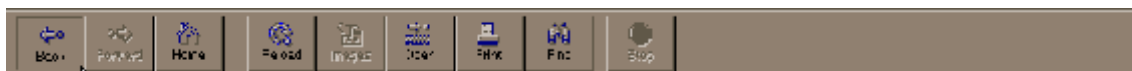
There are four basic steps involved in filing a document:


- (1) selecting a document type (see list on page 37);
- (2) entering the case number for which the document is to be filed;
- (3) selecting the parties filing the document; and
- (4) specifying the PDF file name for the document to be filed.

Each screen has the following buttons:

- **Next** or **Submit** accepts the entry just made and displays the next entry screen, if any.
- **Clear** clears **all** characters entered on that particular screen.

Correcting a mistake:



Use the  button located in the top left corner on the Netscape screen segment to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Open a Case

Ordinarily, a complaint should be filed conventionally. If you want to submit a complaint electronically, please telephone:

Toll Free Help Desk 1-800-355-8498

or

Cleveland 216-522-4355

Akron 330-375-5764

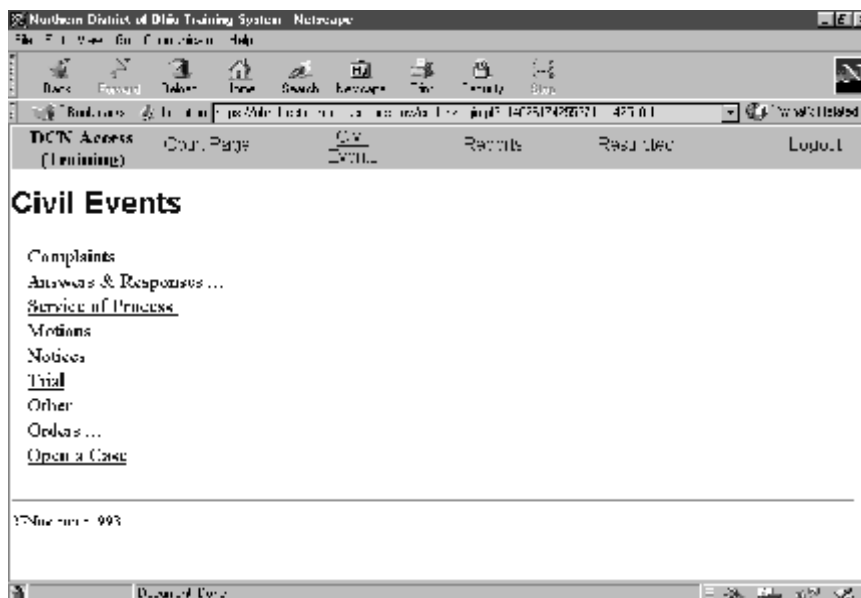
Youngstown 330-746-1726

Toledo 419-259-6412

Filing Fees

For filings that require a fee, payment must be made with the financial officer of the Office of the Clerk prior to the ECF filing.

Filing a Motion or Application



- Select **Civil Events** from the bar at the top of the Main Menu.
- Click on **Motions**.

DCN Access (Training)

File a Motion

Case Number

Enter a case number in the format 98-12345.

Back Clear

- Enter the case number.

If the number is entered incorrectly, click **Clear** to re-enter.

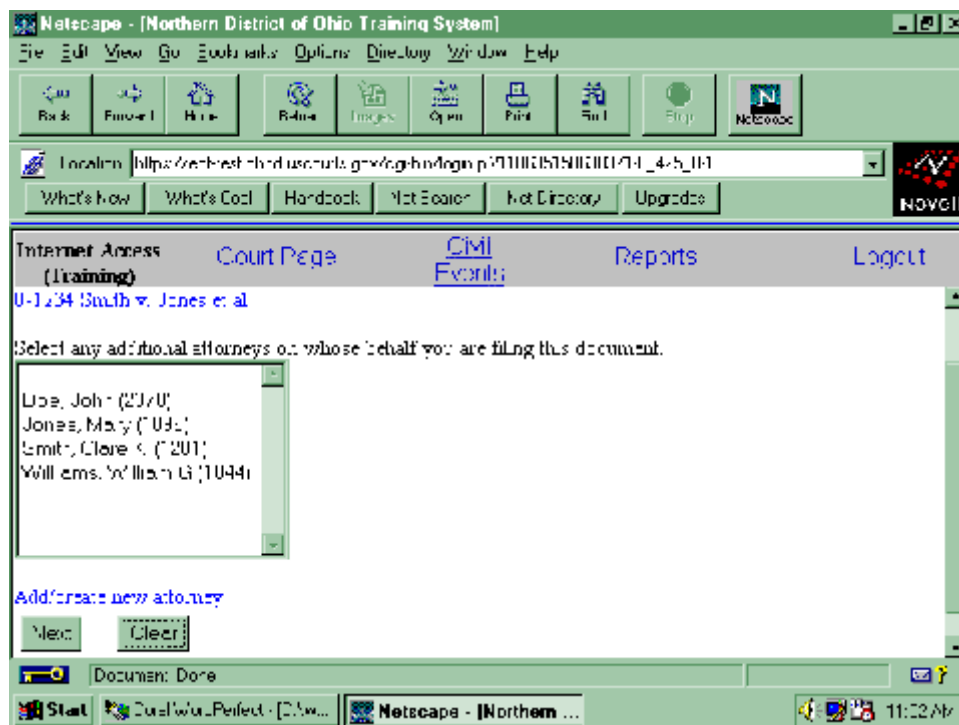
or

If the computer prompts that you entered an invalid case number, click on **BACK** to re-enter.

- When the case number is correct, click on **Next**.
- Recheck whether the case number is correct. If it is incorrect, click on **BACK** to re-enter the case number.

If it is correct, scroll down to the bottom part of the screen and click on **Next**.

If you checked the box next to Joint filing with other attorney(s) the following screen will allow you to select any additional attorneys on whose behalf you are filing this document.

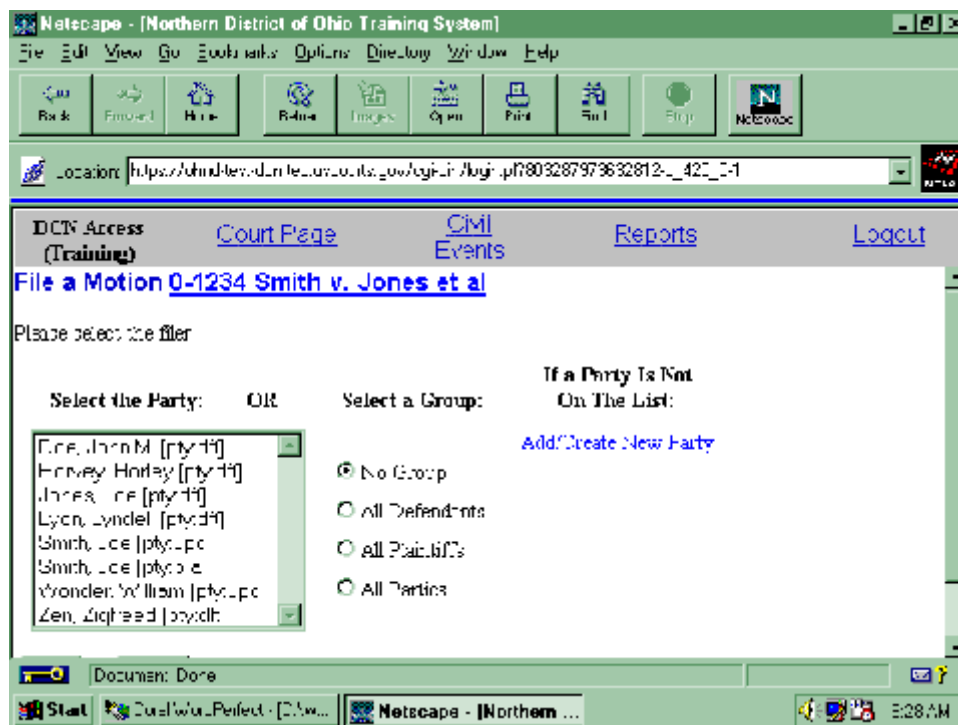


Click on the additional attorneys name

or

To select multiple attorneys, press & hold down the Ctrl key,
& click on the attorney(s).

Click on **Next** to proceed.

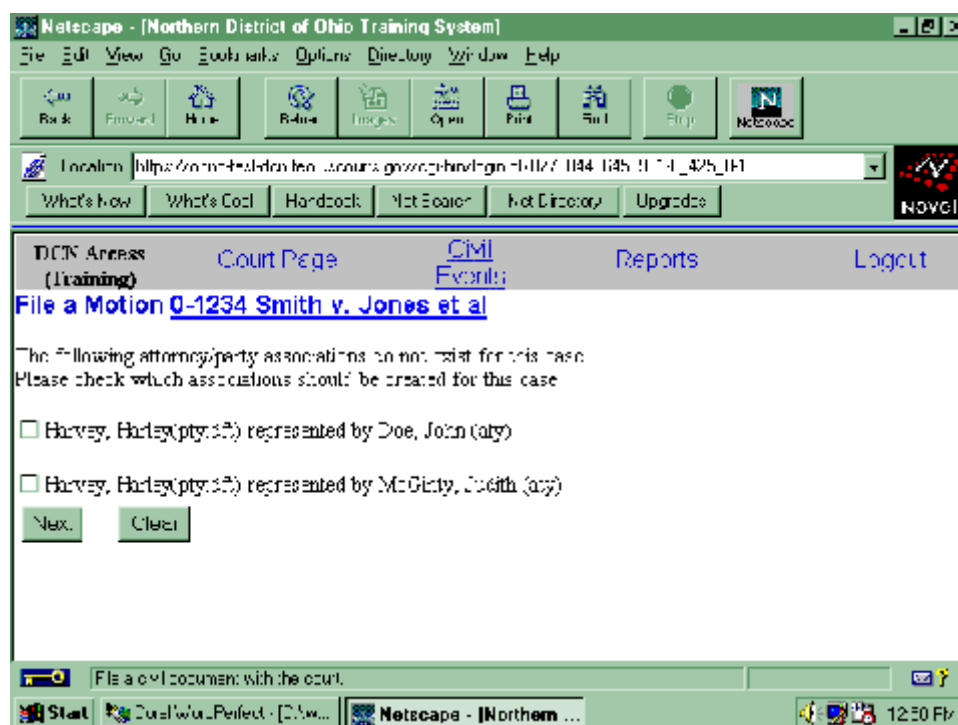


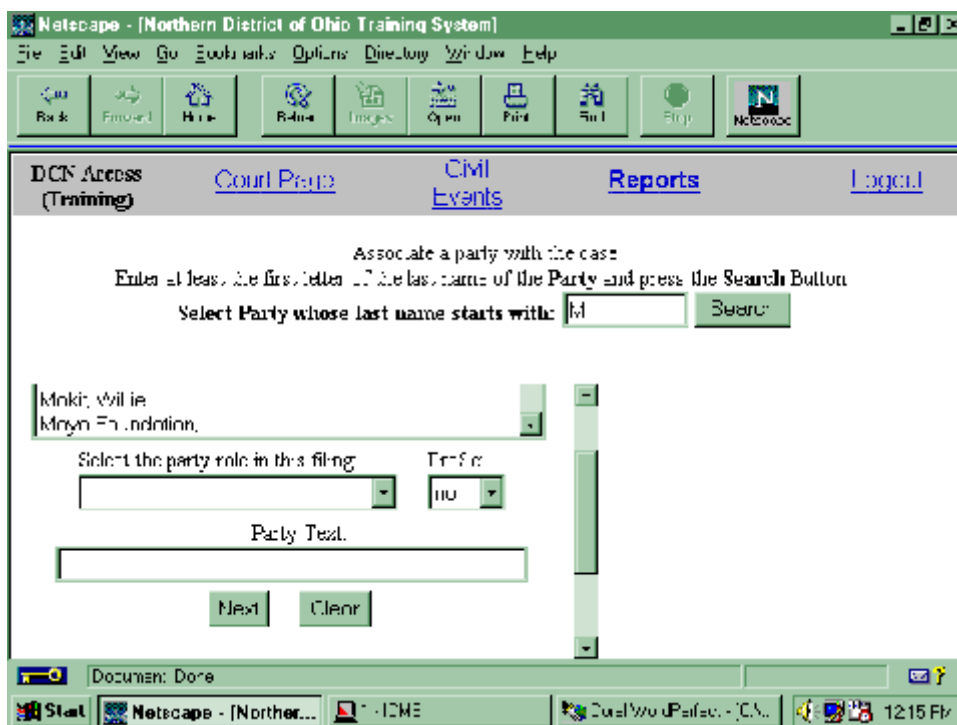
This screen prompts you to select or add the name of the party for whom you are filing the motion:

Click on the down arrow to the right of the box to scroll through the list. If the name you're looking for appears, click on it.

If you previously selected Joint filing with other attorney(s), this screen will allow you to add the attorney as counsel for the selected party. If no association is to be created, click on

[Next](#)





If the name does not appear, click on **Add/create new party.**

Type the first letter for a company name or, for an individual, the first letter of the party's last name.

Click on **Search**.

The computer displays a list of party names in the alphabet range selected.

If the name of the party appears, select it.

Scroll down using the arrow in the lower right of the screen.

Click on the white box beneath **Select Party's role in this filing** and click on the correct role.

Click on **Next**.

If the party's name is not on the list, click on **Create New Party**.

Enter the information requested.

At the bottom of the screen, click on **Submit**.

- The next screen prompts you to select the type of motion/application being filed:

Use the up and down arrows to the right of the white box to find the type of motion or application to be filed, and click on it.

To select multiple motions, press and hold down the **Ctrl** key, and click on the appropriate forms of relief sought.

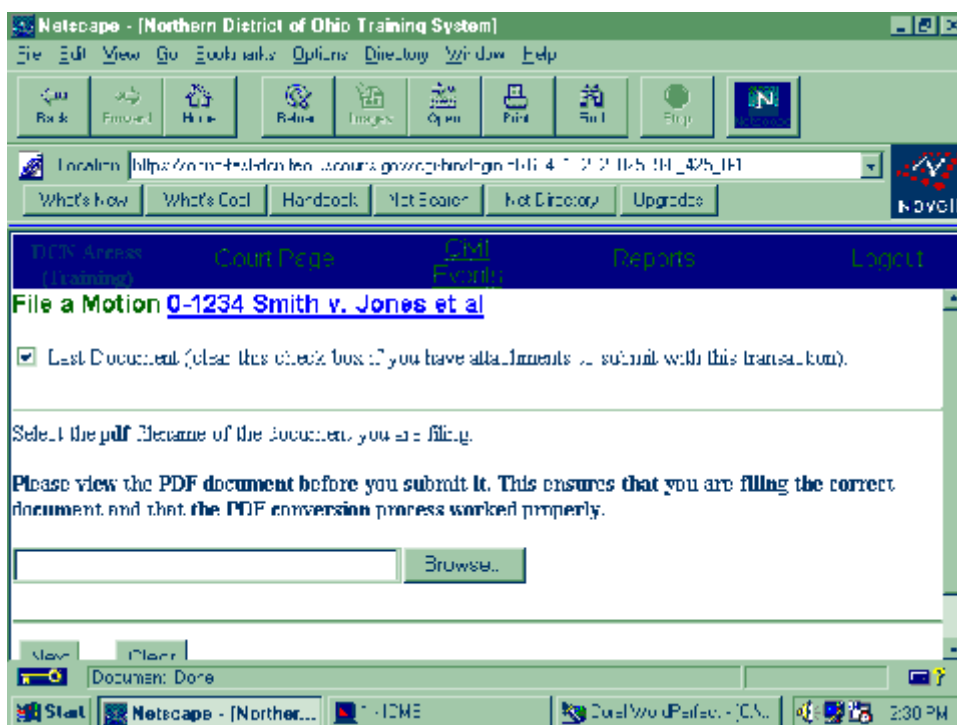
Scroll down and click on **Next**

- The next screen prompts you to select the PDF filename of the document being filed.

The file MUST be in a PDF format with a .PDF suffix. If not, it will not be readable by the system.

If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will appear.

To view the pdf document before you submit it, click on the RIGHT side of the mouse. A menu will appear, click on open.



To submit a PDF document:

Enter the full path name of the document to be filed in the space provided;

or,

Click on the button to navigate to the appropriate directory and file to select the document. Two very important points must be noted here:

If the path name for the file is manually entered, be sure to include the drive name, if applicable, and the full directory path (e.g. c:\docs\answer.PDF).

To use the option, use the mouse to select the directory in which the PDF version of the file is located and then select the file to be uploaded.

- If there are no attachments to the motion, click on .
- If there is an attachment to the motion (*e.g.* brief in support, an exhibit, appendix, *etc.*):
- Click on the box next to the words **Last Document** (above the filename box) to remove the check mark.
- Click on .

If there are attachments, an additional screen is displayed (**all exhibits must be attached to the motion, application or notice of proposed order**):

- Under **Type of Attachment** click on the arrow then click on the appropriate type of attachment.

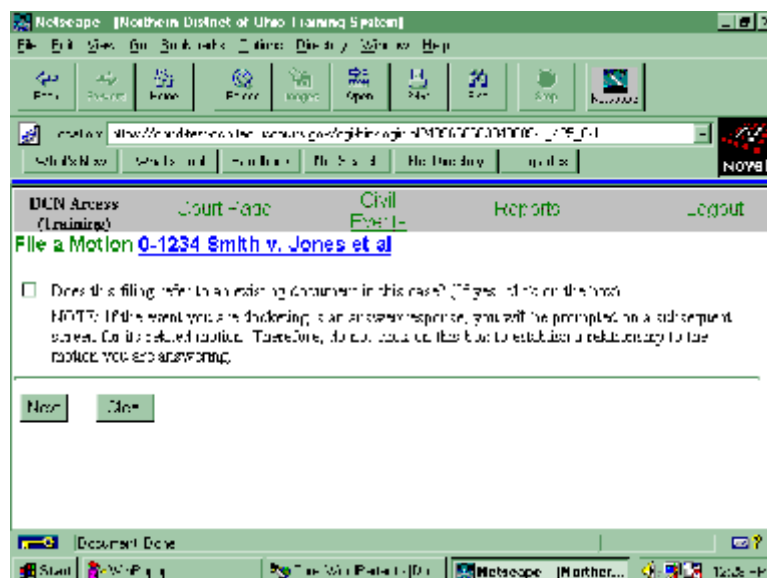
Appendix
Errata
Affidavit
Exhibit
Index
Pleading
Revision
Schedule
Supplement
Volume(s)
Brief in
support

- To describe the attachment more fully, click in the **Description** box and type in the description.
- For more than one attachment, click on the box next to **Last Attachment** to remove the check.
- At the prompt: **Please select the PDF filename of the document you are filing**, type

The screenshot shows a web browser window with a toolbar at the top containing icons for Back, Forward, Home, Reload, Print, and others. The address bar shows a URL starting with 'http://'. Below the address bar is a navigation bar with links: 'ECF Access', 'Court Page', 'Case Details', and 'Reports'. The main content area is titled 'Attachment' and 'Collecting documents: 2 of 2'. It features a 'Type of Attachment' dropdown menu with a blue arrow icon, and a 'Description' text box. Below these is a checkbox labeled 'Last Document (Clear this check box if you have attachments to submit with this transaction)'. A horizontal line separates the form fields from the instructions below. The instructions state: 'Select the PDF filename of the document you are filing.' and 'Please view the PDF document before you submit it. This ensures that you are filing the correct document and that the PDF conversion process worked properly.' At the bottom of the form is a 'Browse...' button.

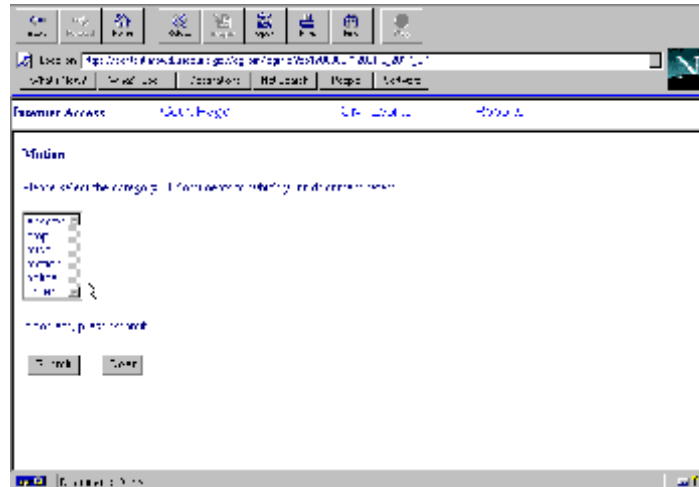
in the PDF name of the attachment, or click on **Browse...** to search for it.

- Scroll down and click on **Next**.
- If there are additional attachments, repeat this sequence for each one.
- If your document relates to an existing document in the case, click on the box to the left of **Does this filing refer to an existing document in this case?**.



If the document being filed refers to an existing document in the case, two additional screens are displayed:

- On this screen select the type(s) of existing document(s) to which the one currently being filed relates:

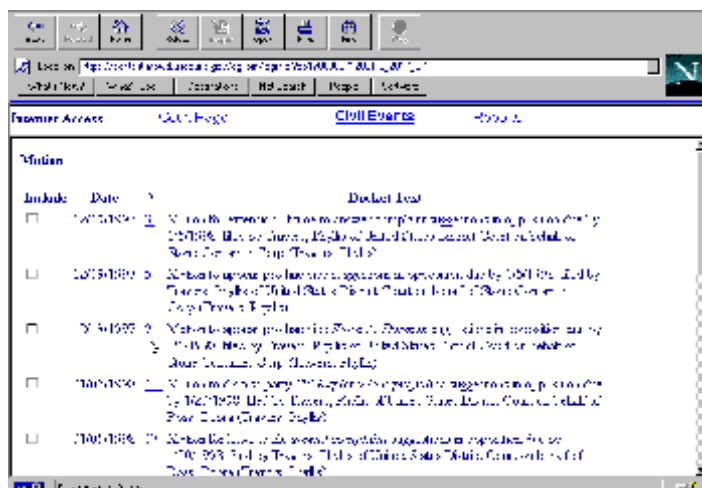


Scroll through the list of document types using the arrows, and click on the one that applies.

To specify more than one existing document type, press and hold down the **Ctrl** key on your keyboard as you click on the additional ones.

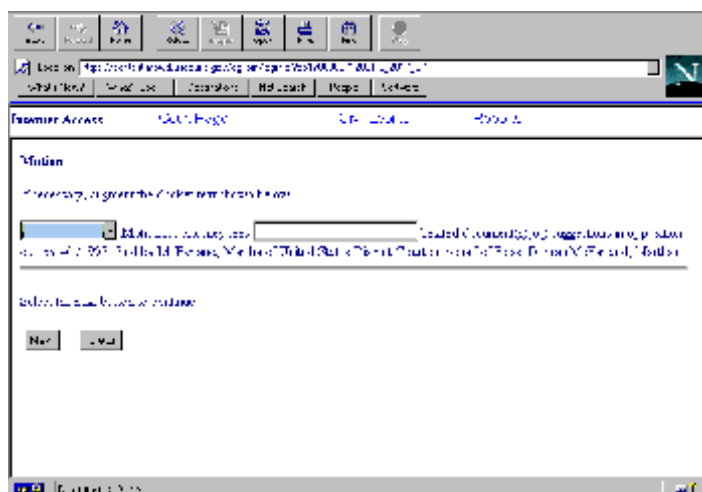
Scroll down and click on .

- On this screen, select the specific existing documents to which the one currently being filed relates:



- Scroll through the list and click on the box to the left of each pre-existing document to which the current document relates.
- Scroll down and click on **Submit**.

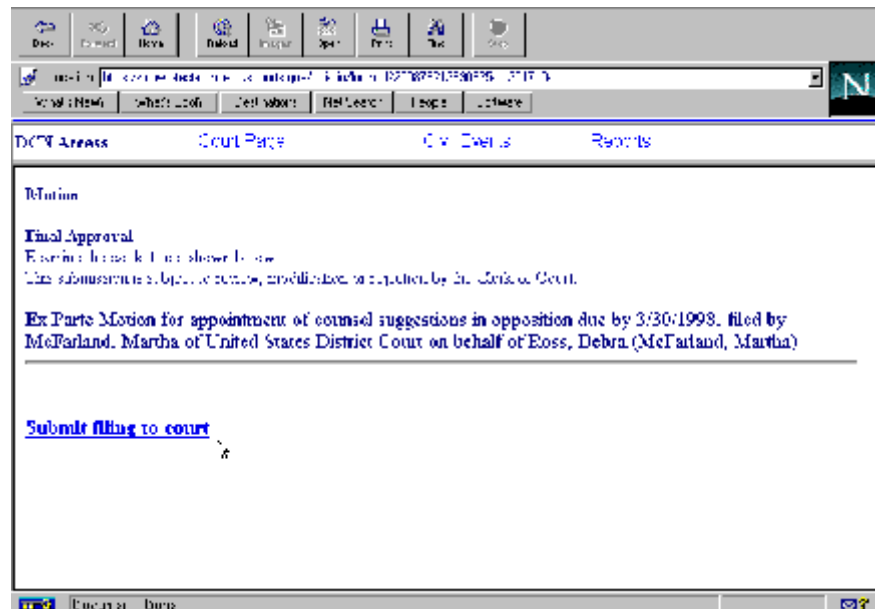
Refining the description of the document:




- Click on the arrow next to the box on the left and select the correct prefix, if necessary.



- Click on the white box to the right and type in any additional description, if appropriate.
- Continue to click on the blank boxes to add prefixes and descriptions of additional motions/applications, if the document contains more than one.
- Click on .
- Give final approval to the entry y following instructions on the screen.



- To modify a previous screen, click on at the top of the  Netscape screen to find the screen to be modified.

- Click on . You must re-enter all screens from that point on.
- When you arrive at the **Final Approval** screen, if the entry is correct, scroll down and click on .
- To abort the entry, click on **Civil Events** to restart.

After final approval is given, the next screen displays the official filing receipt.

**U.S. District Court
Northern District of Ohio
Notice of Electronic Filing**

The following transaction was received from McFarland, Martha on 3/14/1998 at 1:29pm EST

**Case Name: Ross et al v. Stone Container Corp et al
Case Number: 4-96-00286-fjg
Related To Case Number:
Document Number: 50**

Docket Text:

Ex Parte Motion for appointment of counsel suggestions in opposition due by 3/30/1998. filed by McFarland, Martha of United States District Court on behalf of Ross, Debra.(McFarland, Martha)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:I:/ECF/ROLES/Terrym.pdf

Electronic document Stamp:

**[STAMP MOWDStamp_ID=875559776 [Date=3/14/1998] [FileNumber=444-0]
[d7e
ceb4370d92055f0738df8e7f4a5dc2e07629edb5e36cf74222c57e29b304815311d
224
782a19951f9b014b4cde1d0c2a4bd7f549f30c40e090c1acb905c7c]]**

- This screen gives you confirmation that the system has received the entry, and the document is now an official court document. It also tells you the date and time your transaction was received by the court, and the number assigned to the document. For future reference, please note this number on the PDF document file. Scroll down to view the entire receipt.
- To print out the receipt, click on **File** at the top of the Netscape screen, and select **Print Frame**.
- To save the receipt, click on **File** at the top of the Netscape screen, and select **Save Frame As...**

Note: It is suggested that paper copies of Notices of Electronic Filing be maintained at all times so that should questions arise, answers may be quickly obtained.

- To continue in the system, click on **Main Menu**.
- To exit the system, click on **LOGOUT** or **HOME**, then click on **FILE** at the top of the Netscape screen, and select **EXIT**.

Filing a Proposed Order

When submitting a motion or application electronically, the proposed order must be submitted on paper to the judge's chambers either prior to or at the time of a hearing or before the date and time of presentment. The order should reference the motion, application or notice of presentment number obtained when the document was filed electronically. A disk containing the proposed order in a WordPerfect compatible format should be submitted to chambers together with the paper copy of the proposed order. **Write directly on a label on the disk, the case number and the document number of the motion or application to which the order on the disk relates.**

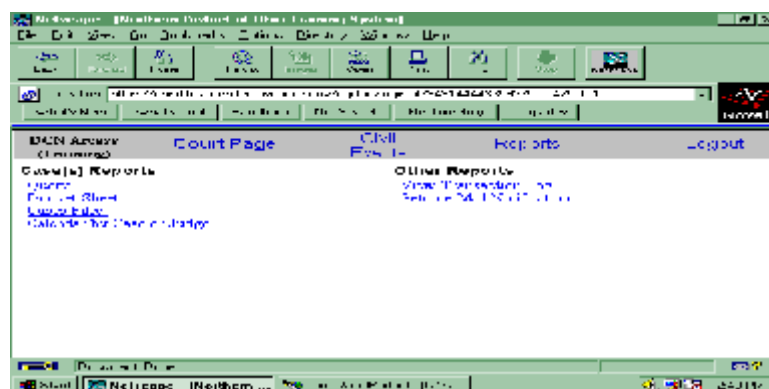
Filing Other Types of Documents

To file a document other than a motion or application, make the appropriate selection from the File A Document menu. The screens that follow will be very similar to those described above for filing a motion.

E-Mail Notification When Documents are Filed

Attorneys associated with ECF cases will be automatically notified by e-mail and receive the Notice of Electronic Filing when a document is filed in those ECF cases, provided they have an Internet e-mail address.

If you wish to be notified of activity in other ECF cases to which you are not a party, select **Set Up Automatic Mail Notification** from the **Reports Menu**.



Step 1: Identify the case. You will be notified by email of any activity in the case.

Step 2: Check the filing type. If you are filing a case, you will be notified by email of any activity in the case.

Step 3: Check the document type. If you are filing a document, you will be notified by email of any activity in the case.

Step 4: Verify the email address. A case will be notified by email of any activity in the case.

Fill in the appropriate blanks and press **Next**. You will receive the following

Case Number: 1:03-cv-00001

Case Name:

Filing Type: Case

Document Type: Case

Email Address:

Filing Date:

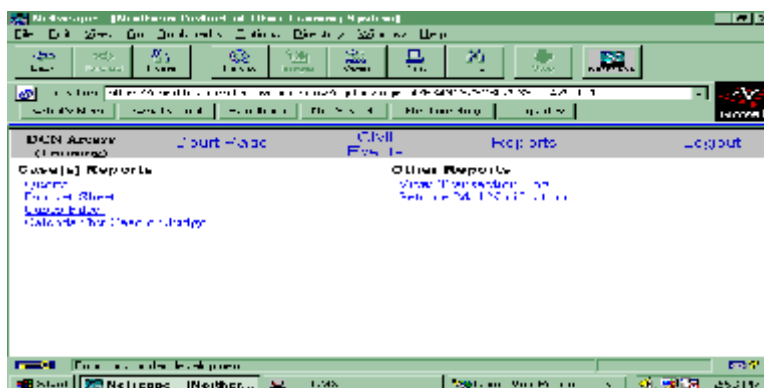
confirmation.

You will be notified of any activity in the cases you requested.

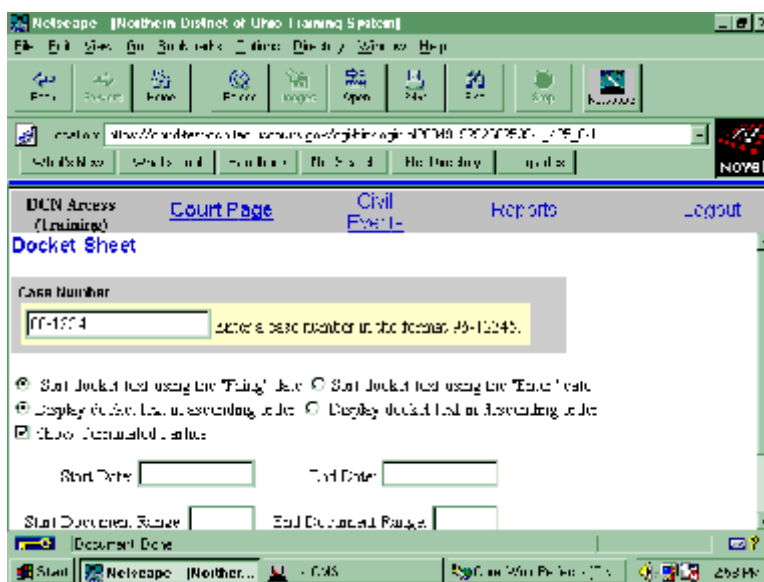
Displaying a Docket Sheet

Internet Access	Court Page	Civil Events	Reports	Logout
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Click on **Reports** at the top of the Main Menu page.



This displays the Reports Menu, listing the reports that can be produced.




Click on **Docket Sheet**.

In the white box, enter the case number.

If the number is entered incorrectly, scroll down and click on to re-enter.

or

If the computer prompts that an invalid case number has been entered,

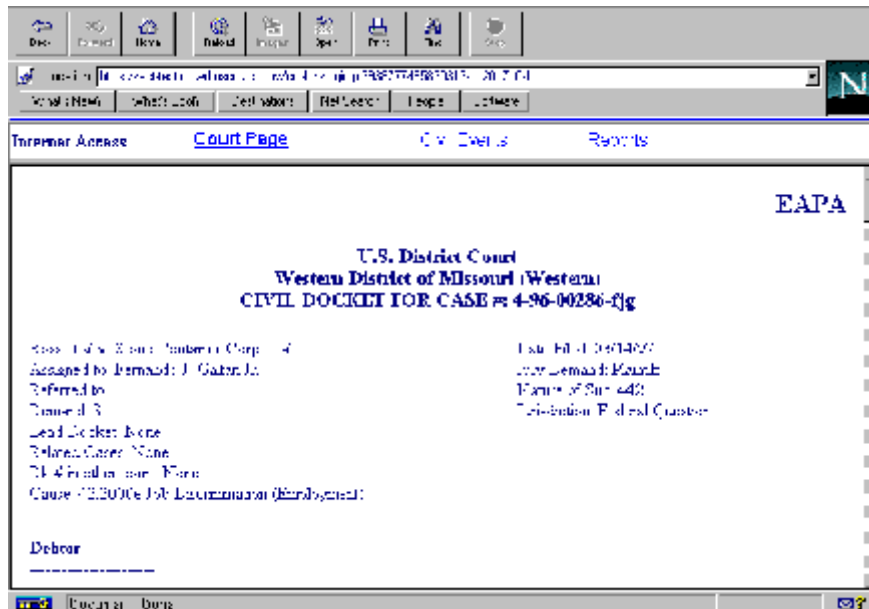
click on  at the top of the Netscape screen to re-enter.

Specify whether the entries should be displayed in ascending or descending document number order by clicking in the appropriate circle.

Specify whether the entries should be displayed by filing date or entry date by clicking in the appropriate circle.

Scroll down and click on **Run Report**.

The computer displays the docket sheet.

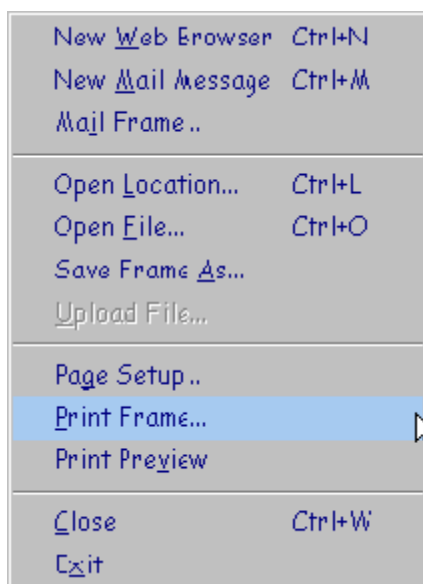



You may scroll through by using the up and down arrows on the bar to the right of the list.

If you want to view an actual document described on the docket sheet, click on the document number.

You may print out the document by clicking on **FILE** at the top of the Netscape screen, selecting **PRINT FRAME**, and completing the print dialog box displayed.





To return to the docket sheet, click on  .

You may print out the docket sheet by clicking on **FILE** at the top of the Netscape screen, selecting **PRINT FRAME**, and completing the print dialog box displayed.

To continue in the system, click on the desired option

Internet Access	Court Page	Civil Events	Reports	Logout
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To exit the system, click on **LOGOUT** or **HOME**, then click on **FILE** at the top of the Netscape screen, and select **EXIT**.

Displaying Other Reports

To view a report other than a docket sheet, make the appropriate selection from the Reports Menu. The screens that follow are very similar to those described above for viewing a docket sheet.

Known Problems and Troubleshooting

Known Problems

Converting documents to PDF.

If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. **The converted document will have missing pages.** Use Adobe Exchange to ensure the integrity of the converted PDF document.

Cannot login to the LIVE SYSTEM.

A session can only be established using Netscape Navigator 3.0 or higher. **DO NOT** use America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 3.0.

If you are using Netscape Navigator 3.0 or higher, and your password and login have both been correctly typed, and you still cannot login to the system, please call the Court's Help Desk at 1-800-355-8498.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

Troubleshooting Hints

If your login or password is not accepted, please ensure that they are typed correctly. The logins and passwords **are** case-sensitive.

Notes:

ECF Document Type Tables for Attorneys**Motions**

Motion for appointment of counsel	Motion for permanent injunction
Motion for attorney fees	Motion for preliminary injunction
Motion for class certification	Motion for protective order
Motion for conference	Motion for publication of notice
Motion for contempt	Motion for reconsideration
Motion for costs	Motion for relief from order/judgment
Motion for damages	Motion for ruling
Motion for default	Motion for sanctions
Motion for default judgment	Motion for summary judgment
Motion for directed verdict	Motion for temporary restraining order
Motion for disbursement/distribution	Motion for writ of habeas corpus ad prosequendam
Motion for extension of time to answer 3 rd - Party complaint	Motion for writ of habeas corpus ad testificandum
Motion for extension of time to answer amended complaint	Motion in limine
Motion for extension of time to answer complaint	Motion to appear pro hac vice
Motion for extension of time to answer/reply to counterclm	Motion to attend by telephone
Motion for extension of time to answer/reply to crossclm	Motion to bifurcate
Motion for extension of time to answer/respond to discovery	Motion to change/transfer venue
Motion for extension of time to file brief on the merits	Motion to clarify
Motion for extension of time to file dispositive motion	Motion to compel discovery
Motion for extension of time to file response/reply	Motion to consolidate cases
Motion for judgment as a matter of law	Motion to continue
Motion for judgment on the pleadings	Motion to dismiss case
Motion for leave for joinder	Motion to dismiss cause of action
Motion for leave to appeal	Motion to dismiss for lack of jurisdiction
Motion for leave to appeal in forma pauperis	Motion to dismiss party
Motion for leave to file	Motion to disqualify atty/law firm
Motion for leave to file amicus brief	Motion to disqualify judge
Motion for leave to file discovery material	Motion to enforce judgment
Motion for leave to file excess pages	Motion to enforce settlement
Motion for leave to proceed in forma pauperis	Motion to excuse
Motion for order	Motion to excuse appearance
Motion for partial summary judgment	Motion to intervene as a party
	Motion to invest funds
	Motion to lift stay
	Motion to proceed in forma pauperis
	Motion to proceed w/o prepayment of fees
	Motion to quash
	Motion to reassign case
	Motion to recuse judicial officer

Motion to remand case	Post-Judgment Motion for distribution/disbursement
Motion to remove from	Post-Judgment Motion for leave to appeal in forma pauperis
Motion to seal case	Post-Judgment Motion for reconsideration
Motion to seal document	Post-Judgment Motion for relief
Motion to set aside default	Post-Judgment Motion for relief from order/judgment
Motion to set aside default judgment	Post-Judgment Motion to alter/amend judgment
Motion to set aside order	Post-Judgment Motion to clarify
Motion to show cause	Post-Judgment Motion to disqualify attorney/law firm
Motion to stay	Post-Judgment Motion to enforce judgment
Motion to strike	Post-Judgment Motion to enforce settlement
Motion to substitute attorney	Post-Judgment Motion to reopen case
Motion to substitute party	Post-Judgment Motion to set aside default
Motion to supplement	Post-Judgment Motion to set aside default judgment
Motion to tax costs	Post-Judgment Motion to set aside judgment
Motion to unseal case	Post-Judgment Motion to substitute attorney
Motion to unseal document	
Motion to vacate	
Motion to withdraw as attorney	
Motion to withdraw document	
Post-Judgment Motion for attorney fees	
Post-Judgment Motion for costs	
Post-Judgment Motion for damages	

Answers and Responses

Answer to Complaint

Answer to amended complaint	Answer and third-party complaint
Answer to complaint	Answer and counterclaim
Answer to intervenor's complaint	Answer and crossclaim
Answer to counterclaim	
Answer to crossclaim	
Answer to third-party complaint	

Responses and Replies to Motions

Reply
Response
Sur-Reply

Other Answers

Answer
Objection
Objection to Report and Recommendation

Service of Process

Return of service executed
Return of service executed by U.S. Marshal
Return of service unexecuted
Return of service unexecuted by U.S. Marshal

Service acknowledged
Subpoena returned
Waiver of summons returned

Notices

Address change notice
Attorney appearance
Attorney substitution
Bill of costs
Case Information Statement
Declaration of untimely filing
Discovery Plan FRCP 26
Judgment Satisfaction
Notice of deposition
Notice of Discovery Dispute
Notice of Filing Bankruptcy
Notice of Filing Agreed ENE Ranking Info
Notice of Filing Agreed Mediation Ranking
Info

Notice of Filing Arbitration Info Sheet
Notice of Manual Filing
Notice of service
Notice of Suggestion of Death
Notice of removal from arbitration
Position Statement re: CMC Agenda
Report of Parties Planning Meeting
Request to Extend ADR Deadlines
Schedules Arbitration Hearing...
Schedules ENE Session...
Schedules Mediation Conference...
Settlement Notice
Status Report
Stipulation

Trial

Exhibit List
Exhibits
Findings of Fact
Jury Demand
Pre-Trial Brief

Proposed Jury Instruction
Proposed Voir Dire
Statement of Facts
Trial Brief
Witness List

Other

Affidavit/Declaration
Appendix
Errata
Letter

Non-Appeal Transcript Order Form
Statement of Facts
Subpoena Returned

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
ELECTRONIC FILING ATTORNEY REGISTRATION FORM

This form is used to register for an account on the Northern District of Ohio Electronic Filing System (the system). Registered attorneys will have privileges to electronically submit documents and to view the electronic docket sheets and documents. The following information is required for registration:

First Name : _____
Middle Name: _____
Last Name : _____
Bar ID Number: _____ State: _____
Firm Name: _____
Address : _____
: _____
: _____
Voice Phone Number: _____
Fax Phone Number: _____
Internet Mail Address: _____

Attorneys seeking to file documents electronically must be admitted to practice in this Court. Are you currently admitted to practice in the United States District Court for the Northern District of Ohio, Pursuant to Local Rule 83.5?

Yes: _____ No: _____

By submitting this registration form, the undersigned agrees to abide by General Order 97-38 In Re: Authorization for Electronic Filing in Civil Litigation and all technical and procedural requirements as set forth in the Court's user and operational manuals. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. Electronic filing is only permissible in cases specifically approved by the Court.

Signature of Registrant

Date

This Registration Form must be accompanied by a cover memorandum on official law firm letterhead signed by the registrant and addressed to:

Ms. Geri M. Smith,
Clerk, United States District Court
Attention: Electronic Filing System Registration
102 U.S. Courthouse
201 Superior Avenue, N.E.
Cleveland, OH 44114-1201

Once your registration is complete, you will receive notification by U.S. Mail as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 1-800-355-8498 if you have any questions concerning the registration process or the use of the electronic filing system.